



# Town of Southern Shores

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Town of Southern Shores  
Council Retreat  
February 20, 2009  
8:00 a.m.-Pitts Center

## Minutes

The Southern Shores Town Council met on February 20, 2009 at the Pitts Center for their annual Retreat.

The following Council Members were present: Mayor Don Smith, Brian McDonald, Jodi Hess, Kevin Stroud and Jim Pfizenmayer.

Also present were: Charles Read, Town Manager, Carrie Gordin, Town Clerk, and Bonnie Swain, Finance Officer, Merrie Smith, Executive Assistant.

Mayor Smith welcomed everyone and turned the meeting over to the Town Manager.

### Wellness Initiative

The Town Manager stated Bonnie Swain, finance officer, has been instrumental in spearheading the employee Wellness Initiative Program through the North Carolina League of Municipalities and she has asked for this time to provide Council with information on this program and why it is important.

Mrs. Swain introduced Gerald Galloway and David Cashwell, League representatives, who provided a Power Point presentation as well as provided valuable information on the program benefits.

The Town Manager stated some of the employees have committed to a 100-day challenge activity and results are evident already. The employees have selected Wednesday as a healthy eating day by getting together to encourage healthy eating habits. He is asking Council to support the program by considering awards of a day off to the winning team. He stated he is working on declaring the town's buildings as tobacco free areas.

Mrs. Swain asked Council to consider offering the same exercise plan (Barrier Island Fitness Center) to the employees that is offered to the police department. Mayor Smith stated he would support this only if there is a guarantee that if the plan is offered if the employees don't continue the town would not be responsible for contract with the fitness center.

After hearing the benefits of the Wellness Initiative Program Mayor Smith asked could Council also participate in the program. Mr. Galloway stated that could be arranged and they are setting up Elizabeth City soon and they could include the Council members.

Fire Chief Harvey asked if the fire department could participate also. Mr. Galloway said all of this could be arranged when Elizabeth City is set up.

Mayor Smith thanked them for coming and for the information.

## Organization Presentations

### Southern Shores Volunteer Fire Department (SSVFD)

Mayor Smith stated the fire department contract negotiations have been on-going and a negotiating team consisting of Council Member McDonald, Charlie Read, Town Manager, Ben Gallop, Town Attorney, himself and Fire Chief Harvey, Deputy Chief Shrader, George Kowalski, chairman of the board, Firemen Dave Evans and Don Glazer and Dwight Wheless, attorney for the fire department met on February 20 and both parties have come to an agreement that provides for a 10-year contract. He stated it is the hope that Council will approve the contract at the Tuesday, March 3, Council meeting a joint public announcement will be made soon.

Chief Harvey provided a 5-year projection report for the SSVFD. He stated the fire department has remained consist through the years. He stated the fire department logged in 15,000 hours last year. He stated twenty-five percent of the volunteer firemen don't live in Southern Shores. He stated it requires 240 hours to train one fireman and people are using this fire department for training and then they are going other places to get paid. He stated it cost \$5,000 a year to test the hoses which the firemen can no longer do due to new requirements. He stated zoning changes affect the fire department and once The Cove is completed will determine the need of a truck. He stated truck 12 is twelve years old and it will not fit in the East station. He stated the brush truck is fifteen years old and the pick up is ten years old. He stated discussion regarding replacing the East station has been pushed back due to depressed economic times. He stated the new County radio system, with an estimated cost of \$350,000 of three years ago, needs to be considered in the FY 2009-10 Council budget. He stated the radio system is proposed to be in by July 1, 2010.

Council Member Hess asked if there are grants available for the radio system for the County or would each town apply for a grant. Chief Harvey stated the county has agreed to buy the radios for Manns Harbor and Stumpy Point (unincorporated area) but the purchase of the radios from the county is on us. It needs to be looked into if there would be a cost savings for a bulk purchase. He stated the fire department and police department can jointly apply for a grant. He stated the EOC will be covered.

Chief Kole stated the radio upgrade cost is estimated at \$150,000 just for his department.

### Southern Shores Civic Association (SSCA)

Dan Shields, president, reported they expect to finish the paths in early spring and to clean the ponds. He stated the overlook at the wading beach is completed. They will hold their general meeting the second week of March and they are working on new by-laws. The by-laws will be on their web site and hopefully be voted on in May. They are putting an outside shower and foot wash at Hillcrest Beach parking lot. He said SSCA is willing to talk to anyone about new projects or ideas.

### Chicahauk Property Owners Association (CPOA)

Karl Daniels, president, stated Trinitie Park is completed and the dedication was well attended. He stated there were 200 members in attendance at the semi-annual meeting. The CPOA web site has been upgraded. He stated goals for 2009-10 are to re-draft the protective covenants from 1974 and to work with Quible Engineering on storm water issues at Poteskeet Trail in conjunction with the town. The tennis court will be resurfaced in May.

Mayor Smith called for a short break.

### Department Presentations

The Town Manager stated the Department Heads were teamed with a Council Member to work together on the upcoming FY 2009/10 budget process as well as working with Bill Gleason, chairman of the Capital Improvement Plan (CIP).

Police Chief Kole worked with Council Member Pfizenmayer and Bill Chief Kole stated the police department is fiscally responsible and has worked under the maintenance budget cut last by 11%. He stated the quality of service has remained the same as in the past. He stated vehicles were taken from last year's budget and he is requesting a \$45,550 increase in his budget this year. He stated each officer has mandated training in the amount of 36 hours annually and the training is away. He stated if vehicles are not replaced then maintenance costs will increase. He stated currently one 9-year old vehicle in the fleet has cost \$2,275 in maintenance and the vehicle is only worth \$1700. He requests Council look at a lease program purchasing five vehicles at a cost of \$63,000 compared to a three-year loan to buy the vehicles out right at \$180,000. He recommended in 2010/2011 to start a replacement schedule of two vehicles at a time. He requested some expenses currently in the budget be shifted to the administration department such as utilities, telephone and computer services.

Alvin Rountree, Code Enforcement Administrator worked with Council Member Stroud. A. Rountree stated David Bakken will attend training for Level 3 Fire Inspector and Pat Forrester will attend training for Level 1 as permitting officer to be able to write permits. He stated the department is responsible for printing and mailing flood maps at a cost of \$2,500, planting of beach grass and installing sand fence at a cost of \$20,000 and this year there is the expense of a required Land Use Plan update. He stated the department cut back \$1,000 on GIS mapping and have streamlined the budget. He stated he will become full time in April and David Bakken will be working a few more hours to handle OSHA and fire inspections.

Council Member Pfizenmayer noted this department is short in employees. The Town Manager stated if building construction increase then another person may be needed.

Tim Gregory, Public Works Supervisor worked with Council Member McDonald. T. Gregory requested eliminating the inmate program and hiring a part-time employee. He stated it is not cost effective to travel to Manteo twice a day. He would like to trade in the 2005 4-door 2-wheel pickup truck for a small dump truck. He stated his department workers have saved the department budget by being able to do in house maintenance on the equipment and they have offered to build a lean-to to protect the equipment which is kept outside.

Bonnie Swain, Finance Officer, worked with Council Member Hess on the Administration Department.

B. Swain explained there is budgeted money for a grant writer position that was not filled and in discussion with the Town Manager it was agreed to recommend a 2.5% COLA for the employees. She stated the CPI recommendation is 3% and the FSA recommends 5%. She stated there are certain department expenses that will be moved to the administration department. She stated a Wellness Initiative Program has been started with several employees signed up which is a benefit to the employee but also a benefit in health insurance costs for the town. She stated in the police department training budget the town pays for half of a membership to Barrier Island Fitness Center she requested Council consider approving this same option to the other employees.

Mayor Smith stated he would support this if there is a way to know when an employee does not continue in the program that the town will not continue to pay and the cost of the membership then becomes at the expense of the employee.

B. Swain stated some of the employees are currently participating in a 100-day wellness challenge with two teams competing in a weight and activity program.

B. Swain briefly addressed contracted services such as sanitation/recycling, ocean rescue and fire department.

## Other Issues

Council Member Pfizenmayer stated the Tourism Board grant request of \$8,000 did not come through for the town's anniversary and on behalf of the 30<sup>th</sup> Anniversary Committee he is requesting Council consider giving an additional \$8,000 to the already budgeted \$5,000 to the committee for the event. He stated in the past events the Town has paid for the cost of the food for everyone.

B. Swain stated there is \$4,000 in contingency and the \$1,000 for the volunteer luncheon that could be used. She stated the Town only does this once every five years.

M. Smith explained the Tourism Board said our event was not targeted for the whole county only for the town that is why they denied the grant.

## Town Manager

The Town Manager presented the Town's accomplishments for 2008.

1. **CIP:** Town Manager Charlie Read assembled a CIP Task Force led by citizen volunteers; Chairman Bill Gleason, Dan Shields, and Councilman Jim Pfizenmayer. Town Staff included; Finance Officer Bonnie Swain and Administrative Specialist Sheila Kane and involved all Department Heads and Town Engineer Joe Anlauf. The Town's first ever CIP was unanimously adopted by Town Council who approve projects for Kingfisher & Soundview Trails and on Hickory Trail. A comprehensive examination of all Town Buildings is being completed consistent with the CIP and is designed to ensure cost-effective and appropriate maintenance procedures are put in-place and followed.
2. **Town Engineer:** Joe Anlauf reports – in 2008 Quible & Associates assisted the Town with many projects including; the preparation of a Capital Improvement Plan (CIP) by sitting on the Capital Improvement Plan Task Force with Town staff and volunteers - successfully planned, bid and observed the application of asphalt rejuvenator to Kingfisher Trail, Court and Loop and Soundview Trail and are currently working with GET Solutions to test this product to evaluate it for future use. They also successfully bid the completion of Phase 2 of the Juniper Trail Multi-purpose path. The Town is now in a position to sign a contract with the low bidder and have this work completed in the very near future. Engineers completed engineering plans, specifications, and a Contract Proposal for the full depth rebuild of Hickory Trail from Hillcrest to East Dogwood and sent these plans out to bid with a Bid Opening scheduled for March 3, 2009. This project is to be completed this spring. The Town Engineer and Town staff met with Contech, a bridge manufacturer, to investigate potential bridge replacement methods, styles and costs for the South Dogwood Trail and Tall Pine Bridges. The engineering team collected survey data for Poteskeet Trail, Poteskeet Loop, Gray Squirrel and Chicahauk Trail and their staff members are in the process of preparing design documents for each of these roadway sections and anticipate completion of these documents in approximately 30-45 days. Joe Anlauf along with the Town Manager and Town Staff met with the Regional Planner from the Albemarle Commission to determine if any of these projects can be funded by grant monies.
3. **Public Works** – under the leadership of PW Supervisor Tim Gregory, PW specialists Harold Herndon and Dave Foster brought a great deal of projects in-house to reduce costs consistent with the challenging economy and to ensure hands-on pride in workmanship. Town Hall was hand-prepped then received a complete outdoor repainting including a first-ever refinishing of all decks – interior painting is underway. A new fence was constructed around the PW Workshop. Town resident and landscape expert Tom Bennett conducted classes for the PW department related to cost-effective, low-maintenance horticulture. Maintaining the aesthetics of a serene country setting, and working closely with the Town Clerk Carrie Gordon, PW is completing a beautification project in the Town's cemetery. In the fall, PW held a successful and beneficial hurricane preparedness exercise. All PW projects have come-in under budget!

4. **Going Green:** Under the supervision of Executive Assistant Merrie Smith the Going Green Committee has begun enacting such initiatives as utilizing recycled paper and launching educational programs, Southern Shores took the NC League of Municipalities Going Green Challenge and is the recipient of their level-one award. Merrie serves as the Town's go-to person in matters regarding recycling & solid waste. Merrie has asked for moment to brief you.
5. **Flex Schedule:** The Town Manager enacted a flex-schedule for Town Employees. This schedule has provided several benefits in the months since its enactment including; keeping the offices open longer thereby providing greater access to Town Hall and reducing the commutation of several employees by 20% with the resultant reduction in use of fossil fuels.
6. **Education and Professional Development:** Administrative Specialist Sheila Kane at the request of Town Manager Charlie Read, coordinated with The College of the Albemarle (COA) to provide the Town's Pitts Center as a training resource for on-site professional development for Town employees and area public safety personnel as well as developing personal enrichment classes for Town and area residents. Charlie Read was certified as an instructor by the NC Emergency Management Agency and recently provided ICS courses to several Town employees, other local Towns and some area fire departments. The Incident Command System is a required segment of training under the National Incident Management System administered by FEMA. Finance & Personnel Officer Bonnie Swain graduated from the UNC School of Government, Municipal Administration Course – Town Manager Charlie Read is currently attending the School of Government and will graduate in April and Merrie Smith is scheduled to attend next year.
7. **Employees:** The Town's new Manager, Charlie Read, directed a restructuring of the form and function of Town Staff to address economic challenges and better address the changing needs of Town services resulting in a more streamlined and cost-effective application of human resources. New hires: Alvin Rountree, Code Enforcement Administrator and Sheila Kane Administrative Specialist.
8. **Code Enforcement:** Alvin Rountree joined the Town Staff as Code Enforcement Administrator. What was previously known as the Building Inspections Department has evolved into a user-friendly service-oriented Code Enforcement agency dedicated to implementing quality of life initiatives. Alvin is well known throughout the region and is a fully certified and highly regarded Senior Building Inspector, Code Enforcement Official, and Fire Inspector. Working closely and hands-on with his staff; Permit Officer Pat Forrester and Code Enforcement Official Dave Cowan, and Fire Inspector Dace Bakken, The members of this Department have participated in most Town activities including those spearheaded by volunteer committees. Pat Forrester was recently elected to a 4-year term as Vice President of the NC Permitting Personnel Association.
9. **Volunteers:** The Town of Southern Shores is a Town of Volunteers. The Town Planning Board partnered with the Town Manager and established the Planning Advisory Group. Several planning and budgeting activities including integrating the new CIP into the preparation of next year's proposed operating budget, completing the CAMA LUP update and clarifying Southern Shores Long Range Comprehensive Plan are among the unit's goals. On December 15<sup>th</sup> Bill Gleason, the leader of the 2008 CIP project, Mike Florez and Sam Williams, the Planning Board representatives to the CAMA LUP Steering Committee, and Nancy Wendt, the Planning Board Chair, finalized the creation of a Planning Advisory Group to accomplish this work and Charlie Read accepted their proposal. Bill is assisting Charlie Read and Bonnie Swain in the preparation of next year's proposed budget and CIP. Sam and Mike will work with the various departments and committees in town while Sam completes the CAMA LUP update and Mike pulls together the Comprehensive Plan elements that the Town Council and Planning Board are required to reference under NC's consistency rule. Bill, Mike and Sam will co-chair the Planning Advisory Group, the new forum for integrating Southern Shores planning and budgeting activities. Charlie Read in his role as Town Manager and Nancy Wendt in her role as Planning Board Chair will serve as sponsors for this group.

10. **Wellness.** Working closely with the NC League of Municipalities, Personnel Officer Bonnie Swain and Administrative Specialist Sheila Kane refined the Wellness Program and comprehensive wellness and fitness tests were conducted at the Pitts Center. Throughout the year, employees will strive to improve their respective wellness profiles with guidance and assistance from the NCLM and will be re-evaluated in October 2009. The benefits are two-fold the most important of course is providing better health care for employees while working to maintain or reduce health insurance costs. A win-win situation for all.
11. **Canal Dredging Project:** Spearheaded by the Town's expert legal team; Town Attorneys John Leidy and Ben Gallop along with Environmental Consultant George Wood, the Town has made great strides in their endeavors to obtain the required permitting to begin the maintenance dredging project of the Town's several canals. The Town Attorney will be providing additional information at each Town Council Meeting. The Town was successful in their participation in mediation held in Washington, NC – the Town was represented by Mayor Don Smith, Mayor Pro-Tem Brian McDonald, Town Manager Charlie Read, Town Attorney John Leidy, and Environmental Consultant George Wood. The mediation agreement stipulates a predictable series of actions for both parties which will result in a permit decision by February 27, 2009. This will allow the team to pursue approvals from the Federal agencies.
12. **Town Attorney:** In support of the Town's undertaking to improve its canal system, the Town's Attorneys successfully challenged the permit denial of the NC Division of Water Quality. The Town saw a seamless and coordinated transition in Town attorneys from Ike McRee who has taken the position of Currituck County Attorney, to Ben Gallop who has now represented the Town as its primary attorney since August of 2008.
13. **Police:** The Police Department is preparing and will be presenting Town Council with a comprehensive annual report but I want to take a moment to reflect on those who protect and serve: Patrol Officers conducted; 126 beach patrols and made 2844 business checks. Our PD received the 1<sup>st</sup> place / Car of the Year award at the 2008 annual Shamrock car show in Nags Head. Officers conducted crime prevention seminars for our local businesses and presented several Net-Smart (internet safety) classes at KHES. Officer Matt Cooke received the "Life Saving" medal for assisting in removing an unconscious driver from a wrecked and burning car. Chief Kole and Lieutenant Terry Conducted our 1<sup>st</sup> annual Police Officer Awards ceremony for 2008. Sergeant Jonathan M. Slegel was awarded his NC Criminal Justice & Training and Standards Division Advanced Law enforcement Certificate. PO Darrell Brickhouse was selected by his peers as Officer of the Year. Please see today's Broadcast for a comprehensive list of the several awards of distinction earned by the members of Southern Shores Finest.
14. **Veterans:** Mayor Smith and Council enthusiastically supported the Town Manager by enacting a Resolution calling on the Veterans Administration to establish an Outpatient Clinic in northeast NC. It is my belief that the Town's resolution and contact with the NC Congressional Delegation, the Secretary of Veteran's Affairs, several veteran's organizations, and the subsequent supporting resolutions of; Dare County, Duck, Kitty Hawk, Kill Devil Hills, and Manteo were largely responsible for US Senator Richard Burr's success in having the VA agree to opening an Outpatient Clinic in northeast NC.

M. Smith stated the "Go Green" Committee has scaled back on some aspects relating to "Green" and will be concentrating more on education for recycling and conservation. She stated Dare County has offered to provide recycling bins but the town has no property where they can be placed. She stated the town is using recyclable paper and she suggested reducing paper use by emailing Council their backup materials for Council meetings instead of printing them. She also stated the Planning Advisory Group has developed a Volunteer Brochure for Council to review and consider. The brochure is to help volunteers understand what is involved in being on a committee or board and provides criteria in the selection process.

## FY 2009-2010 Budget Development

Bill Gleason, Bonnie Swain and the Town Manager provided an in-depth Power Point presentation addressing budget planning and development actions and timetables.

Principles and guidelines presented in the presentation were:

- Balanced budget
- Maintain appropriate operating and capital reserves and contingencies
- Develop a range of revenue projection scenarios
- Develop separate operating and capital budgets
- Identify "Core" (Essential) operating budget services, programs and activities
- Determine operating and capital budget priorities based on approved long-range and comprehensive plans
- Develop expenditure budgets consistent with revenue projection assumptions
- Operating and capital budgets should be projected for a 2-3 year time and updated each budget cycle budget represents an approved spending plan based on realistic revenue assumptions
- Transparency: the budget process represents a series of choices, openly debated which best meet the expressed needs of the community.

[Clerk's Note: Due to the length of the Power Point presentation staff will place it on the Town's web site for public review].

The Town Manager thanked all the volunteers and staff for their work on the Retreat.  
Hearing no other business the meeting adjourned at 12:30 p.m.



Respectfully submitted:

  
Carrie Gordin, Town Clerk

